



**Billing Code No. 4910-9X**

**DEPARTMENT OF TRANSPORTATION**

**Office of the Secretary**

**[DOCKET NUMBER: DOT-OST-2017-0179]**

**Agency Request for Renewal of a Previously Approved Information Collection:** Office of Small and Disadvantaged Business Utilization (OSDBU) Mentor Protégé program

**ACTION:** Notice and request for comments.

**SUMMARY:** The Department of Transportation (DOT) invites public comments about our intention to request the Office of Management and Budget (OMB) approval for an information collection. The collection involves two reports in which DOT will use the data to measure program achievement to determine whether the intention of the program to assist small businesses getting the developmental tools required to compete and perform in DOT and federal procurement programs is achieved. In addition, DOT is seeking comments on form OST F 5020.1 (2-12), which we have updated with two additional questions about number of employees and amount of federal contracts.

**DATES:** Written comments should be submitted by on or before [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

**ADDRESSES:** You may submit comments, identified by Docket No. DOT-OST-2017-0179, through one of the following methods:

- *Federal eRulemaking Portal:* <http://www.regulations.gov>. Follow the online instructions for submitting comments.

- *Fax:* 1 (202) 493-2251
- *Mail or Hand Delivery:* Docket Management Facility, U.S. Department of Transportation, 1200 New Jersey Avenue, SE, West Building, Room W12-140, Washington, DC 20590, between 9 a.m. and 5 p.m., Monday through Friday, except on Federal holidays.

**FOR FURTHER INFORMATION CONTACT:** Leonardo San Román, Mentor Protégé Program, U.S. Department of Transportation, Office of Small and Disadvantaged Business Utilization, 1200 New Jersey Avenue, SE, Washington, DC 20590, (202) 366-1930.

**SUPPLEMENTARY INFORMATION:**

Title: U.S. DOT Mentor Protégé program.

OMB Control Number: 2105-0570

**Forms:** Mentor Protégé program annual report; and Mentor Protégé program evaluation form.

**Type of Review:** Renewal.

**Affected Public:** Prime contractors and small businesses participating in DOT's Mentor Protégé Program.

Respondents: Approximately 25.

Frequency: One-time.

Estimated Average Burden Per Response: 1 hour.

Estimated Total Annual Burden Hours: 25 hours.

The U.S. Department of Transportation (DOT) administers a Mentor-Protégé program that encourages agreements between large and small business prime contractors and eligible small business protégés.

A small business concern includes small disadvantaged businesses, 8(a) firms, women owned businesses, HUBZone small businesses, veteran-owned-businesses and service disabled veteran-owned small businesses. The program is also designed to improve the performance of DOT contractors and subcontractors, foster the establishment of long-term business relationships between small businesses and prime contractors, and increase the overall number of small businesses that receive DOT contract and subcontract awards.

### **Purpose**

Mentor Protégé program participants must submit an annual report to document the developmental assistance and achievements. All responses to this collection of information are required to support the type of development assistance provided to the protégé from the mentor, per their Mentor-Protégé agreement. Also, program participants must submit a Mentor Protégé program evaluation form at the end of the agreement. Program participants will provide feedback and recommendations to DOT on program satisfaction. This form is a single consolidated document that is easy to read and understand for all program participants, including small businesses.

In accordance with Public Law 95-507, an amendment to the Small Business Act and the Small Business Investment Act of 1953, OSDBU is responsible for the implementation and execution of the U. S. Department of Transportation (DOT) activities on behalf of small businesses, in accordance with Section 8, 15 and 31 of the Small Business Act (SBA), as amended. The Office of Small and Disadvantaged Business Utilization also administers the provisions of Title 49, of the United States Code, Section 332, the Minority Resource Center (MRC) which includes the design and carry out programs to encourage, promote, and assist

minority entrepreneurs and businesses in getting contracts, subcontracts, and projects related to those business opportunities.

The Department of Transportation (DOT) administers a Mentor Protégé Program to assist small business concerns enhance their capacity to compete for federal contracts. This program designed to motivate and encourage large business and prime contractor firms to provide mutually beneficial developmental assistance to small businesses.

DOT's Mentor-Protégé Program enhances the capability of minority and small business owners to compete more successfully for federal procurement opportunities. The program encourages private-sector relationships and expands DOT's efforts to identify and respond to the developmental needs of small and minority owned businesses.

The term small business includes small disadvantaged businesses, women owned businesses, HUBZone small businesses, veteran-owned-businesses and service disabled veteran-owned small businesses. The program is also designed to improve the performance of DOT contractors and subcontractors, foster the establishment of long-term business relationships between small businesses and prime contractors, and increase the overall number of small businesses that receive DOT contract and subcontract awards

#### General Policy

1. Eligible business prime contractors (not under a suspension or debarment action and not in the Excluded Parties List System (ELPS) database) approved as mentor firms may enter into agreements with eligible protégés. Mentors provide appropriate developmental assistance to enhance the capabilities of protégés to perform as contractors and/or subcontractors.

2. Eligible small business prime contractors (not under a suspension or debarment action and not in the ELPS database) capable of providing developmental assistance may act as mentors.
3. Protégés may participate in the program in pursuit of a prime contract or as subcontractors under the mentor's prime contract with the Department of Transportation.
4. Mentors and Protégés are solely responsible for finding their counterpart. Therefore, we strongly encourage firms to explore existing business relationships to establish a Mentor-Protégé relationship.
5. Mentor-Protégé agreements should be for up to 36 months.
6. NON-AFFILIATION - a protégé will not be considered an affiliate of a mentor solely on the basis that the protégé has or will receive developmental assistance from the mentor under this program. For more information concerning size standards and affiliation, refer to FAR 19.101.

## INCENTIVES FOR MENTORS

There are no costs involved for a firm to participate in DOT's Mentor-Protégé Program. DOT does not provide direct reimbursement to the mentors.

## MEASUREMENT OF PROGRAM SUCCESS

The overall success of the Mentor-Protégé Program will be measured by the extent to which it results in:

- a. An increase in the quality of the technical capabilities of the protégé firms.

- b. An increase in the number, dollar value and percentage of contracts or subcontracts awarded to protégés since the date of entry into the program.
- c. An increase in the number of full time employees since the date of entry into the program.

Annual reports should be submitted by the mentor and protégé firms to the OSDBU on program progress. Only one report per agreement will be submitted for review. The OSDBU will evaluate these reports by considering the following:

- 1. Detailed actions taken by the mentor, to increase the participation of protégé as seller to the Federal Government;
- 2. Detailed actions taken by the mentor, to develop the technical capabilities of a protégé as defined in the agreement;
- 3. The degree to which the protégé has met the developmental objectives in the agreement;
- 4. The degree to which the mentor firm's participation in the Mentor-Protégé Program resulted in the protégé receiving contract(s) and subcontract(s) from private firms, DOT or any other federal agency.
- 5. In addition to the annual report, mentor and protégé firms should submit an evaluation to the OSDBU after the mutually agreed upon program period, or the voluntary withdrawal by either party from the program, whichever comes first.

#### Mentor Firms

**Eligibility.** The mentor can be a business that has graduated from the 8(a) Business Development program, a firm in the transitional stage of the program, or a small or large business. In addition, the mentor must be able to show that it is currently eligible for Federal contracting opportunities, is not under a suspension or debarment action, and is not in the

ELPS database. Mentors may have multiple protégés. Mentors participating in Mentor-Protégé programs from other Federal agencies should keep a record system to prepare separate reports of mentoring activities for each agency's program.

#### Protégé Firms

- (1) Eligibility. A protégé should be:
  - (a) A Small Business (SB), HUBZone, Small Disadvantaged Business (SDB), Women Owned Small Business, Veteran Owned Small Business, or Service Disabled Veteran Owned Small Business
  - (b) Able to show that it is currently eligible for Federal contracting opportunities, is not under a suspension or debarment action, and is not in the Excluded Parties List System (ELPS) database.
- (2) Protégés may have multiple mentors. Protégés participating in mentor-protégé programs in addition to the DOT program should maintain a system for preparing separate reports of mentoring activity for each agency's program.

#### Selection of Mentor or Protégé Firms

Mentor and protégé firms are responsible for selecting their counterpart. The mentor is encouraged to select from a broad base of Small Businesses including SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone firms whose core competencies support the Department of Transportation's missions.

#### Mentor-Protege Agreement Process

Firms interested in becoming a mentor firm should submit copy of a signed mentor-protégé application for each mentor-protégé relationship DOT OSDBU for approval. This will provide OSDBU the opportunity to evaluate the nature and extent of technical and managerial support,

and traditional subcontracting support involved in the mentor-protégé relationship, enabling OSDBU to provide advice and assistance to the parties.

The Mentor Protégé agreement should contain:

- (1) Name, address, phone, and email of mentor and protégé firm(s) and a point of contact within both firms who will oversee the agreement;
- (2) A description of the type of developmental program that will be provided by the mentor firm to the protégé firm, including a schedule for providing assistance, and criteria for evaluation of the protégé's developmental success;
- (3) Program participation term not to exceed 36 months;
- (4) A clause or statement of the protégé's intent and agreement to report its progress to the OSDBU annually for two (2) years after exiting the program
- (5) Other terms and conditions, as appropriate;
- (6) Procedures for the mentor's voluntary withdrawal from the program including notification of the protégé firm and the OSDBU. The Mentor should provide at least 30 days' written notice to OSDBU before withdrawing from the program.
- (7) OSDBU will review a Mentor Protégé agreement no later than 30 days after receipt.
- (8) Following OSDBU review, the mentor may implement the developmental assistance program.

#### OSDBU Review of Mentor-Protégé agreement

- (1) The agreement defines the relationship between the mentor and protégé firms only. The agreement itself does not create any privity of contract between the mentor or protégé and DOT.



(2) OSDBU will review the information to ensure the mentor and protégé are both eligible for the program and provide appropriate advice and assistance to the firms concerning the agreement and its implementation.

(3) OSDBU will notify the parties if changes in the agreement are advisable in order to make the agreement meet the objectives of the mentor-protégé program. The mentor and protégé should incorporate OSDBU recommendations before implementing the agreement.

(4) Upon completion of the review, the mentor may implement the developmental assistance program.

#### Developmental Assistance

The forms of developmental assistance a mentor can provide to a protégé include:

- Management, financial and/or technical assistance
- Overall business management/planning
- Cooperation on joint venture projects
- Rent-free use of facilities and/or equipment
- Temporary assignment of personnel to protégé for the purpose of training
- Any other types of mutually beneficial assistance

#### Internal Controls

1. The OSDBU will oversee the program to achieve program objectives.
2. OSDBU will review and evaluate mentor-protégé agreements for practicality, and accuracy of provided information.
3. OSDBU can perform site visits where Mentor-Protégé activity is performed.
4. OSDBU will review annual reports to measure protégé progress against the established developmental assistance included in the approved agreement.

5. If OSDBU determines that the objectives of the agreement are not met, OSDBU may conclude the existing Mentor-Protégé agreements if it determines that such actions are in the best interest of the agency. The OSDBU will communicate this decision in writing, and will be sent to the mentor and protégé after approval by the Director, OSDBU or representative.

For additional information related to the Mentor Protégé program, visit OSDBU's website at [www.transportation.gov/osdbu](http://www.transportation.gov/osdbu).

Issued in Washington, DC on January 9, 2018.

Willis Morris,

Director,

Office of Small and Disadvantaged Business Utilization.



**U.S. Department of Transportation**  
Mentor Protégé Program Evaluation

OMB Control Number: 2105-0570  
Expiration Date: 02/28/2018

**Public Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2105-0570. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, U.S. Department of Transportation, Office of the Secretary, Office of Small and Disadvantaged Business Utilization (OSDBU) Room W56-444, 1200 New Jersey Ave, SE,

**PART A – MENTOR INFORMATION**

<b>1. Business Name</b>	<b>2. Business Mailing Address (Do not include P.O. Box)</b>
<b>3. Business Physical Address</b>	<b>4. Phone Number:</b>
<b>5. Point of Contact:</b>	<b>6. Email address:</b>

**PART B – PROTEGE INFORMATION**

<b>7. Protégé Name</b>	<b>8. Business Mailing Address (Do not include P.O. Box)</b>
<b>9. Business Physical Address</b>	<b>10. Phone Number:</b>
<b>11. Point of Contact</b>	<b>12. Email Address:</b>

**PART C: PERIOD OF PERFORMANCE****13. Agreement Period of Performance****Start Date:****End Date:****PART D – INSTRUCTIONS**

Please complete this form at the end of the Mentor-Protégé agreement and submit to the Director of the U.S. Department of Transportation, Office of the Secretary, Office of Small and Disadvantaged Business Utilization by fax at (202) 366-7228 or email at [mentorprotege@dot.gov](mailto:mentorprotege@dot.gov). Please base your ratings on the criteria listed below:

**5 - Exceptional**

Consistently exceeds in achieving goals and objectives far above the established standards

**4 – Very Good**

Generally exceeds the established performance standards

**3 – Satisfactory**

Meets the established performance standards

**2 - Fair**

Meets some, but not all, of the established performance standards

**1 - Unsatisfactory**

Generally fails to meet the established performance standards



**U.S. Department of Transportation**  
**Mentor Protégé Program Evaluation**  
**Program Participant Evaluation**

OMB Control Number: 2105-0570  
 Expiration Date: 02/28/2018

**PART E – EVALUATION****14. Evaluation**

a. Performance Elements:

	1	2	3	4	5	N/A	Comments
<u>Procurement Program Knowledge:</u> Mentor staff knowledge of the federal procurement process met protégé's expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Developmental Work:</u> Development assistance provided to the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Protégé was adequate, as agreed upon in the Mentor-Protégé agreement.							
<u>Competences:</u> The protégé's staff knowledge of DOT and federal procurement process increased from the time the firm entered the Mentor-Protégé agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Business Acumen:</u> Protégé staff acquired techniques to improve contract performance increasing protégé's ability to compete and perform on DOT and/or federal contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Subcontracting programs:</u> Protégé staff demonstrates understanding and knowledge of DOT subcontracting programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Mentor/Protégé selection:</u> The process to select the mentor or the protégé is adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Agency Role:</u> DOT participation in the program is adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Overall Performance:</u> Mentor Protégé program provides the ability to enhance small business participation in DOT Procurement programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

b. Was the developmental assistance provided to the protégé useful to enhance its core capabilities?

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c. How would you improve DOT's Mentor-Protégé program?

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d. What other factors, relevant to the developmental assistance, would you like to comment upon?

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e. Has the protégé been able to compete in federal procurement opportunities since the Mentor-Protégé agreement was signed?

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f. Other Comments:

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g. Would the mentor or the protégé be willing to participate in the program again in the future? ☐ Yes ☐ No

#### PART F – REVIEWER'S SIGNATURE

#### 15. Reviewer's Signature:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## General Instructions

## Purpose of Form

Use form Mentor Protégé Program Evaluation form, OMB Control Number 21xx-0570, to evaluate the performance of businesses that have entered and finished into a Mentor Protégé agreement in DOT's Mentor-Protégé program.

## How do I Obtain More Information?

You can contact the U.S. Department of Transportation, Office of the Secretary, Office of Small and Disadvantaged Business Utilization for further information:

**Email.** [mentorprotege@dot.gov](mailto:mentorprotege@dot.gov) .

**Voice.** 1-800-532-1169 or 202-366-1930. A long-distance charge to callers located outside of the local calling area will apply when calling the 202-366-1930 number.

For direct assistance, please contact the Field Office that serves your state. A complete list of field offices, the states that each region serves, and their contact information is located at <https://www.transportation.gov/osdbu/SBTRCs>.

## How to submit the evaluation

You can submit the Mentor Protégé program evaluation to the Director of the U.S. Department of Transportation, Office of the Secretary, Office of Small and Disadvantaged Utilization by email or by fax. Use only one method per evaluation. Evaluations must be **received** within thirty (30) days from the Mentor-Protégé agreement end date.

**Email.** Scan your signed evaluation to a pdf document and email to [mentorprotege@dot.gov](mailto:mentorprotege@dot.gov).

**Fax.** Fax your signed evaluation to (202) 366-7228.

## Specific Instructions

Print or type all entries on the Mentor Protégé Program evaluation, OMB Control Number 2105-0570. The evaluation form is an electronically fillable form. We strongly suggest evaluators utilize the electronically fillable form to complete the evaluation entries. Follow the instructions for each line to expedite processing and to avoid unnecessary requests for additional information.

**Line 1. Mentor Name.** Enter the business name of the mentor.

**Line 2. Business Mailing Address.** Enter the mailing address of the mentor's primary physical location. Do not enter a P.O. Box here.

**Line 3. Business Physical Address** Enter the physical address of the mentor's primary physical location.

**Line 4. Phone Number:** Enter the mentor's primary phone number.

**Line 5. Mentor Point of Contact.** Enter the name of the mentor's primary point of contact for the Mentor-Protégé program.

**Line 6. Email Address.** Enter the email address of the mentor's primary point of contact.

**Line 7. Protégé Name.** Enter the business name of the protégé.

**Line 8. Business Mailing Address.** Enter the mailing address of the protégé's primary physical location. Do not enter a P.O. Box here.

**Line 9 Business Physical Address** Enter the physical address of the protégé's primary physical location.

**Line 10. Phone Number:** Enter the mentor's primary phone number.

**Line 11. Protégé Point of Contact.** Enter the name of the mentor's primary point of contact for the Mentor-Protégé program.

**Line 12. Email Address.** Enter the email address of the mentor's primary point of contact.

**Line 13.** Period of Performance. Enter the period of Performance for the report.

**Line 14a. Performance Elements.** Rate the program performance and enter comments for each performance element. Rate each element on the following scale:

**5 - Exceptional**

Consistently exceeds in achieving goals and objectives far above the established standards

**N/A**

Not applicable.  
Performance element does not apply to the type of developmental assistance

**3 - Satisfactory**

Meets the established performance standards

**4 - Very Good**

Generally exceeds the established performance standards

**1 - Unsatisfactory**

Generally fails to meet the established performance standards

**2 - Fair**

Meets some, but not all, of the established performance standards

**Line 14b. Was the developmental assistance provided to the protégé useful to enhance its core capabilities?** Given the specific developmental assistance provided to Protégé, describe the intern's strengths as a potential professional.

**Line 14c. How would you improve DOT's Mentor-Protégé program?** Describe how you would enhance DOT's Mentor Protégé program.

**Line 14d. What other factors, relevant to the developmental assistance, would you like to comment upon?** Describe additional performance factors, if any, that the evaluator would like to comment upon.

**Line 14e. Has the protégé been able to compete in federal procurement opportunities since the Mentor-Protégé agreement was signed?** Describe whether the protégé has been able to compete on federal procurement opportunities.

**Line 14f. Other Comments.** Enter other general comments related to the Mentor Protégé program, if any.

**Line 14g. Would the mentor or the protégé be willing to participate in the program again in the future?** Check "Yes" or "No" to indicate the companies' willingness to participate on the Mentor Protégé program in the future.

**Line 15. Reviewer's Signature.** Sign and date the application. This section is for official use only.



**U.S. Department of Transportation  
Mentor Protégé Program  
Participant Annual Report**

OMB Control Number: 2105-0570  
Expiration Date: 02/28/2018  
Form OST OST F 5020.1 (2-12)

**Public Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2105-0570. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, U.S. Department of Transportation, Office of the Chief Information Officer, 1200 New Jersey Avenue, S.E. Rm. W56-312 . Washington, D.C. 20590.

**PART D: DEVELOPMENTAL ASSISTANCE**

	<b>14 Developmental Task</b>	<b>15 Performed By</b>
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<b>16. Business Capabilities Enhanced</b>		
<b>17. Certifications</b>		
<b>18. Technology Transferred</b>		
<b>19. Number of Employees (Protégé)</b>		
<b>Beginning of Reporting Period</b>		<b>End of Reporting Period</b>
<b>20. Amount of Federal Contracts Received During The Reporting Period (Protégé)</b>		
<b>Prime</b>		<b>Subcontractor</b>
<b>21. Mentor Signature:</b>	<b>22. Protégé Signature:</b>	
Print Name: _____	Print Name: _____	
Title: _____	Title: _____	
Signature: _____	Signature: _____	
Date: _____	Date: _____	
<b>23. Reviewer's Signature:</b>		
Signature: _____		Date: _____
Print Name: _____		Title: _____

## General Instructions

### Purpose of Form

Use the Mentor Protégé Annual Report form, OMB Control Number 2105-0570, to evaluate the performance of businesses that have entered and finished into a Mentor Protégé agreement in DOT's Mentor-Protégé program.

## How do I Obtain More Information?

You can contact the U.S. Department of Transportation, Office of the Secretary, Office of Small and Disadvantaged Business Utilization for further information:

**Email.** [mentorprotege@dot.gov](mailto:mentorprotege@dot.gov) .

**Voice.** 1-800-532-1169 or 202-366-1930. A long-distance charge to callers located outside of the local calling area will apply when calling the 202-366-1930 number.

For direct assistance, please contact the OSDBU Field Office that serves your state. A complete list of Field Offices, the states that each region serves, and their contact information is located at <https://www.transportation.gov/osdbu/SBTRCs>

## How to submit the Annual Report

You can submit the Mentor Protégé Annual Report to the Director of the U.S. Department of Transportation, Office of the Secretary, Office of Small and Disadvantaged Utilization by email or by fax. Use only one method per submission. Reports must be **received** within thirty (30) days from the Mentor-Protégé agreement end of year and thirty (30) days from the Mentor Protégé end date.

**Email.** Scan your signed annual report to a pdf document and email to [mentorprotege@dot.gov](mailto:mentorprotege@dot.gov).

**Fax.** Fax your signed report to (202) 366-7228.

## Specific Instructions

Print or type all entries on the Mentor-Protégé Annual Report, OMB Control Number 2105-0570. The report is an electronically fillable form. We strongly suggest evaluators utilize the electronically fillable form to complete the report. Follow the instructions for each line to expedite processing and to avoid unnecessary requests for additional information.

**Line 1. Mentor Name.** Enter the business name of the mentor.

**Line 2. Business Mailing Address.** Enter the mailing address of the mentor's primary physical location. Do not enter a P.O. Box here.

**Line 3. Business Physical Address** Enter the physical address of the mentor's primary physical location.

**Line 4. Phone Number:** Enter the mentor's primary phone number.

**Line 5. Mentor Point of Contact.** Enter the name of the mentor's primary point of contact for the Mentor-Protégé program.

**Line 6. Email Address.** Enter the email address of the mentor's primary point of contact.

**Line 7. Protégé Name.** Enter the business name of the protégé.

**Line 8. Business Mailing Address.** Enter the mailing address of the protégé's primary physical location. Do not enter a P.O. Box here.

**Line 9 Business Physical Address** Enter the physical address of the protégé's primary physical location.

**Line 10. Phone Number:** Enter the mentor's primary phone number.

**Line 11. Protégé Point of Contact.** Enter the name of the mentor's primary point of contact for the Mentor-Protégé program.

**Line 12. Email Address.** Enter the email address of the mentor's primary point of contact.

**Line 13. Period of Performance.** Enter the period of Performance for the report.

**Line 14. Developmental Tasks.** Provide clear information on the developmental activities performed throughout the period of performance.

**Line 15. Performed by.** State whether the mentor or the protégé performed the type of activity.

**Line 16. Business Capabilities Enhanced.** Describe how business capabilities of the protégé were enhanced through the period of performance of the subject agreement.

**Line 17. Certifications.** Describe the type of certifications received by the protégé through the period of performance of the subject agreement.



**Line 18. Technology Transferred.** Include in this section if any type of technology was transferred from the mentor to the protégé through the period of performance of the subject agreement.

**Line 19. Number of employees (protégé).** Enter the number of full time employees of the protégé at the beginning and the end of the reporting period.

**Line 20. Amount of federal contracts received during the reporting period (protégé)** The protégé must enter the dollar value of all the federal contracts received during the reporting period as a prime contractor or subcontractor.

**Line 21. Mentor Signature.** Enter name of the person responsible to submit this report from the mentor, include title, signature and date.

**Line 22. Protégé Signature.** Enter name of the person responsible to submit this report from the mentor, include title, signature and date.

**Line 23. Reviewer.** For official use only, do not enter any information in this box.

[FR Doc. 2018-00673 Filed: 1/16/2018 8:45 am; Publication Date: 1/17/2018]